2015 CMT and CAPT Science Student Demographic Data Verification Review

The review of preliminary data from the 2015 Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT) Science by district personnel is an important component of the reporting process. District personnel must review the CMT and CAPT Science student demographic data, using the Student Demographic Data Verification (SDDV) application available on the Measurement Incorporated (MI) Web Portal. The SDDV application allows for the verification of student demographic data at both the district and school levels.

The SDDV application will be available from **May 21-28, 2015**. All demographic data corrections must be completed **by 11:00 p.m. on May 28**. Changes made after the SDDV application closes will not be incorporated into the publicly released test file in July.

The SDDV application presents student demographic information scanned from student test/answer booklets and demographic information for students who were assessed using the Measurement Incorporated Secure Testing (MIST) application. This includes students who attended the district's schools and students who were outplaced (i.e., Approved Private Special Education Programs, Judicial Juvenile Residential Service Facilities, and district wide special education programs) during the testing window (March 2 - 27, 2015).

Demographic data for students who had a **Pre-ID label** were updated based on the January, 2015 Public School Information System (PSIS) collection. Changes to a Pre-ID student's enrollment status between January and March (e.g., special education status) will not be captured on the SDDV application. Therefore, Pre-ID students whose status changed in any of the collected fields **between January and March** should be updated.

Demographic data for students identified as using **generic barcode labels (which includes students who were added to the MIST rosters for ALL test sessions)** must be verified for accuracy. A student's enrollment status should reflect the student's status **during the testing window (March 2 - 27, 2015).**

Corrections made on the SDDV application will be monitored by the Connecticut State Department of Education (CSDE). These corrections should also be updated in the PSIS by the district **as soon as possible**. On rare occasions, a student may be marked for removal or merge. In such a case, an explanation **must be** included for CSDE approval.

Guide for Checking 2012 CMT/CAPT Student Demographic Data
District personnel who are responsible for SDDV should have a copy of the *Guide for Checking 2015 CMT and CAPT Science Student Demographic Data* that is included in this document. This guide lists important information to check during the review process. Most errors in the test file are due to incorrect demographic information of the students who used a generic barcode label or were added to the MIST roster for all test sessions. Therefore, all demographic information **must** be verified for all students who are identified as **generic label** students. Select "Help" in the SDDV application to access the *SDDV User Guide* which includes directions for managing student rosters and demographic data.

SDDV Users
District Test Coordinators may view existing users and create new user accounts by selecting the "User Manager" tab at the top of the "My Programs" screen on the MI Web Portal. **User names and passwords created for the SDDV application in the past are still active.** District Test Coordinators should verify that only authorized personnel have access to the SDDV application. Click "Help" to open

the *Web Portal User Guide* for additional information about managing user accounts. It is recommended to use Microsoft Internet Explorer version 6.0 or later to maximize functionality and performance of the SDDV application. Please be sure to turn off the "Pop-Up Blocker" so that error messages and confirmation screens can be received.

Student Test Scores
Student test scores will not be available during the SDDV review period. Student performance data will become available on ctreports.com in July. District Test Coordinators will receive an e-mail when test results are posted.

Security
Since the SDDV application contains information about individual students, it is critical that the same level of confidentiality used with other CMT and CAPT reports is maintained.

Questions
Contact the CSDE Student Assessment Office at 860-713-6890 or email Jeff Greig at jeff.greig@ct.gov with questions about the SDDV review process. Contact the Measurement Incorporated Help Line at 866-762-1060 for technical support for the SDDV application or the MI Web Portal.

Guide for Checking 2015 CMT and CAPT Science Student Demographic Data

Refer to the *Student Demographic Data Verification (SDDV) User Guide* located on the MI Web Portal for directions about using the SDDV application. To ensure accuracy for reporting, the information included in the table below MUST be checked thoroughly during the SDDV review process (May 21-28, 2015).

Important Information to Check
1. Student Roster Verify that all students who were tested, including students who were assessed with the Science Skills Checklist and the MIST application are included on the roster. Students who may be missing from rosters can be searched for using the "Student Search Request" feature. Verify that there are no additional students who were **not** enrolled in your school/district **during the testing window (March 2 - 27, 2015)**. Any additional students should be marked for removal (subject to CSDE approval).
2. Verify the accuracy of the following information for all students who are identified as using Generic Barcode Labels (which includes students who were added to the MIST roster for ALL test sessions): First/Last Name Date of Birth Ethnicity/Race Gender State Assigned Student Identification Number (SASID) Resident Town (for ECS Funding purposes) School/District Enrollment Status: Enrolled in SCHOOL after 10/1/15 Enrolled in DISTRICT after 10/1/15
3. Outplacement Students – Approved Private Special Education Programs, District-wide Special Education Programs, Judicial Juvenile Residential Service Facilities Verify that all outplaced students who were enrolled in your district **during the testing window (March 2 - 27, 2015)** are included on the roster. Verify that there are no additional outplaced students who were **not** enrolled in your school/district **during the testing window (March 2 - 27, 2015)**. Any additional students should be marked for removal (subject to CSDE approval). Students who may be missing from rosters can be searched for using the "Student Search Request" feature.
4. Program Enrollment Status During the Testing Window (March 2 - 27, 2015) Special Education* English Language Learner (ELL)* Eligible for Free/Reduced Price Meals*

*This information was updated from each district's January 2015 PSIS collection for students who had a Pre-ID label.